



APPLICATION FOR SPECIAL EVENT PERMIT



Please Return To:
Events Coordinator
Parks and Recreation Department
50 Ida Lee Drive, N.W. Leesburg, VA 20176
(703) 777-1368

Please submit \$50 application fee with this application.
120 days notice is requested for all proposed events.
Submission of application does not guarantee approval of event.

[For Office Use Only: Approve _____ Deny _____]

Date of Application: _____ Date & Event Hours: _____

Activity/Title of Event: _____

Sponsored by: _____

☐ For Profit ☐ Non-Profit

Tax Exempt #: _____

Description of Event: _____

Location of Event: _____

Anticipated Attendance: _____ Public _____ Vendors _____ Staff _____

Set Up Time: _____ Clean Up Time: _____

Alternate/Rain Date, Hours, and Location: _____

Organizers/Contacts: Name: _____ Home #: _____

Work#: _____ Email Address: _____

Address: _____

City, State and Zip: _____

Second Contact Information:

Name: _____ Phone Number: _____

Email: _____

The applicant shall submit a current Certificate of Insurance naming The Town of Leesburg as an additional insured in the amount of \$1,000,000. The Town is not held liable for any incidents or lawsuits that are indirectly or directly related to the Special Event.

Name of Company Providing Certificate of Insurance for the Event: _____

The questions below will aid the Town of Leesburg in determining what town services and safety requirements are necessary to ensure a successful Special Event.

For the questions below please **check** the appropriate answer and/or **attach** additional documents:

Will any Town streets, sidewalks, and/or alleyways need closing? ☐Yes ☐No

If yes, please list street(s): _____

Will there be a parade? ☐Yes ☐No

If yes, please identify and attach a proposed route map of event: _____

How do you intend to publicize event? _____

How do you intend to notify businesses/residents of street closures? _____

Will there be security on site? ☐Yes ☐No

If yes, please identify who will provide security: _____

Will there be parking control staff on site? ☐Yes ☐No

If yes, how many parking control staff will be on site? _____

Please indicate parking on proposed site plan. _____

Will any items be left overnight? ☐Yes ☐No

If yes, what are the items: _____

Will portable restrooms be provided? ☐Yes ☐No

Please attach a proposed site plane indicating the location and number of portable restrooms.

Will your event require electricity and/or water hook up? ☐Yes ☐No

Please attach a proposed site plan indicating the use, location, and number of electrical and water hook up(s)

The questions below will assist the Town in determining what permits and/or licenses are required for your Special Event:

Will admission fees, entry fees, or other fees be charged as part, or in association with the event? ☐Yes ☐No

If yes, please explain fees: _____

Will food be served? ☐Yes ☐No

Will fees for food or merchandise be charged? ☐Yes ☐No

Will signs and/or banners be displayed? ☐Yes ☐No

If yes, please identify on your site plan where signs and/or banners will be displayed & indicate size: _____

Will you have amplified sound/music? ☐Yes ☐No

Will tents be erected? ☐Yes ☐No

If yes, what size are the tents? _____

Town of Leesburg Events Calendar Information: The Town of Leesburg will post permitted events on the Town's Event Calendar located on our webpage. Please provide a brief description and the contact information you would like posted. (Description 100 word max.)

Contact Information:

Name: _____ Phone Number: _____

Email: _____

RELEASE: I agree to indemnify and hold harmless the Town of Leesburg, its employees, and its agents from and against any and all liability for any injury, which may be suffered in connection with this event. I also hold harmless the Town of Leesburg, its employees, and its agents from and against any liability for any equipment or supplies lost or damaged that are stored or otherwise as a result of this event.

Signatures of Applicant: _____ **Date:** _____